

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-928

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County Police

DIVISION Animal Control

Item No.	Description	Retention
	<p>* THIS SCHEDULE SUPERCEDES SCHEDULE * C-753, DATED MARCH 19, 1996.</p>	
1	<p>RABIES CERTIFICATES (SPAY/NEUTER CLINIC) Rabies certificates serve as proof of rabies vaccination and contain the name, address and phone number of the owner as well as a description of the animal. The vaccine type, serial number and rabies tag number is recorded. The certificate is signed by the veterinarian giving the vaccine.</p>	Retain in office five years, then destroy.
2	<p>ADOPTION CONTRACTS Contract signed by animal adopter agreeing to comply to certain requirements of the Agency and County law. Adoption contracts are filled out containing name, address, phone number of adopter. The contract also includes social security number and drivers license number. The adoption contract lists all dates of vaccinations and date of surgery to spay or neuter.</p>	Retain in office three years, then destroy.
3	<p>EUTHANASIA LOG/DRUG RECORDS Logbook containing records of each animal euthanized by Animal Control. The record contains date, the ADS number, approximate weight of animal and number of CC's of sodium pentobarbital used.</p>	Retain in office three years, then destroy.

Schedule Approved by **AGENCY REPRESENTATIVE**
Records Management Officer

4/27/01

Date

Patricia A. Thomas
Signature

Schedule Approved by
Chief Administrative Officer

May 20, 2001

Date

James W. Kline
Signature

Schedule Approved by **RECORDS MGMT. OFFICER**
Agency or Division Representative

4/30/01

Date

Patricia A. Thomas
Signature

Schedule Approved by
State Archivist

AUG 22 2001

Date

Edward C. Saperstein
Signature

Item No.	Description	Retention
4	<p>ANIMAL DATA SHEET</p> <p>All information regarding any animal turned over to the facility. It includes the date, time, and location of impound, a complete description of the animal, owner or adopter information as well as final disposition of the animal.</p>	Retain in office for five years, then destroy.
5	<p>ANIMAL BITE REPORTS</p> <p>An official record of each animal bite including all pertinent information on the animal, animal owner and the victim. It includes instructions to the animal owner reference quarantine dates and conditions. It requires the owner and officer's signature as proof of service.</p>	Retain in office for five years, then destroy.
6	<p>RABIES EXAMINATION FORM</p> <p>This form accompanies each animal specimen submitted to Baltimore City Health Department for rabies testing. The form contains all pertinent information on the submitting agency, the animal, the victim, if any, and results of the test.</p>	Retain in office for three years, then destroy.
7	<p>COMPLAINT CARDS</p> <p>This card acts as a record of incoming complaints and contains information including name, address, phone number of complainant and suspect animal owner; type of complaint; type of animal involved; officer responding to call; date and times and outcome of call.</p>	Retain in office for two years, then destroy.

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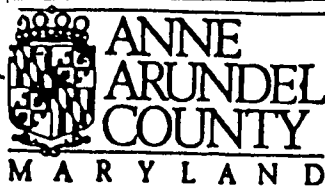
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8	KENNEL LICENSES Files on dog fancier, cat fancier, commercial kennels, pet shops, grooming parlors, petting zoos, exotic animals. Include yearly renewal applications, cash receipts proving payment of fees, copy of actual license issued, notes from inspector.	Retain active files indefinitely. Retain inactive files three years, then destroy.
9	SHELTER REPORT Inhouse report form to record activity of shelter .	Retain in office for three years, then destroy.
10	ANIMAL COMMISSION Audio recording and written transcript (minutes) of all hearings and meetings conducted by Animal Commission and correspondence pertaining to findings on hearings and Director's decisions.	Retain written minutes permanently, transfer periodically to the State Archives. Retain other files 5 years, then destroy.
11	AFFIDAVITS A sworn and notarized statement of violation of the County animal ordinance made by one citizen against another. Criminal civil citation issued on basis of this document. Related evidence attached.	Retain in office for three years, then destroy.
12	SUMMONS Criminal civil citation issued to a citizen for noncompliance with Animal Control laws by Animal Control Officer or authorized representative of an Animal Control Officer.	Retain in office for three years, then destroy.



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13	NOTICE OF VIOLATION Citation issued to citizens in violation of the animal ordinance law when they agree to pay fine at Shelter and no court is involved.	Retain in office three years, then destroy.
14	NOTICE OF COMPLIANCE Notice issued to citizen that they are in violation of an animal law which states a specific date by which they are to comply.	Retain in office three years, then destroy.
15	WARNINGS Notice issued to citizen giving them a documented, official warning that they are in violation of an animal law.	Retain in office three years, then destroy.
16	DISTRICT COURT Daily transmittal of uniform criminal/civil citations of . . . District Court - Lists civil citations in which Recipient has failed to file notice of intention to stand trial for the offense. Also, record of fines paid at District Court - copy of receipt from District Court for fines/costs collected for Animal Control Citations.	Retain in office three years, then destroy.